



DRIVER LICENSING

Chapter

INDEXES

Subject

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DRIVER LICENSING

Chapter

INTRODUCTION

Subject

Design of This Guidance Manual

ORGANIZATION & NUMBERING:

Chapter (Section) Title—The subject matter in the manual is divided into chapters. The chapter title appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

Subject Title—The title of a subject appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

“DL” Prefix—Preceding each subject number, this prefix stands for the manual title *Driver Licensing*.

Date—The latest issuance date of a subject appears at the bottom of each page of the subject. This date agrees with the latest issuance date shown for the subject in the Table of Contents (**DL-01**).

Page Numbering—Each subject has its own page numbering, which appears at the bottom of each page.

LOCATING INFORMATION:

Two indexes appear at the front of the manual, and one index appears at the back:

- Ø **Table of Contents (DL-01)**—This index at the front lists the titles of the manual’s chapters and their subjects, as well as other information, in numerical order. It includes the latest issuance dates of all the subjects. As the manual matures, these dates change.
- Ø **Alphabetical Index (VR-01)**—This index at the front alphabetically lists key information in the manual. Generally, it directs the user to subject titles and to margin, paragraph, and subparagraph headings within subjects.



**CROSS-
REFERENCES
IN MANUAL:**

Subject Numbers within Narrative—A subject number within the narrative on a page directs the user to more information about the subject.

QUESTIONS:

Whom to Contact—For answers to questions about the contents of the manual, please contact:

Division of Driver Licensing
Transportation Cabinet Office Building
E2-15-02
Frankfort, KY 40622
(502) 564-6800

For copies of the manual, please contact:

Policy Support Branch
Transportation Cabinet Office Building
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Frankfort, KY 40622
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DRIVER LICENSING

Chapter

OFFICE OF DIRECTOR

Subject

Responsibilities

OVERVIEW:

The primary function of the Division of Driver Licensing is to provide overall administrative support to the driver-licensing process by maintaining driver history records for over three million drivers. Specific programs include:

- Ø Commercial Driver License
- Ø State Traffic School
- Ø Motorcycle Safety Education
- Ø Driver License Point System
- Ø Medical Review Board
- Ø Failure to Answer Summons
- Ø Graduated Licensing

RESPONSIBILITIES OF DIVISION:

The Division of Driver Licensing administers driver-licensing laws contained in KRS Chapters 186, 187, 189A, 218, and 281A. It also enforces the administrative regulations in 601 Kentucky Administrative Regulations, Chapters 11, 12, and 13. The Division of Driver Licensing has 12 field offices around the state and works closely with the following:

- Ø District and circuit courts
- Ø Administrative Office of the Courts
- Ø Kentucky State Police
- Ø 140 circuit clerk driver-license issuance offices
- Ø Licensing jurisdictions in all 50 states
- Ø Federal Highway Administration Federal Office of Motor Carriers
- Ø Homeland Security
- Ø American Association of Motor Vehicle Administrators

The Division of Driver Licensing works closely with the Commonwealth Office of Technology and the Transportation Cabinet's Division of Technology to develop and implement new driver-licensing programs for the mainframe and Internet services.

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DRIVER LICENSING

Chapter

OFFICE OF DIRECTOR

Subject

Organization

OVERVIEW:

The Division of Driver Licensing is a component of the Department of Vehicle Regulation within the Transportation Cabinet. Chapter 186 of the Kentucky Revised Statutes charges the Division of Driver Licensing with maintaining a history record on each of the approximately three million licensed drivers and identification card holders in the state of Kentucky. These records must be kept for a period of five years.

The Division of Driver Licensing imposes sanctions against a driver's privilege to operate a motor vehicle in Kentucky.

The division provides driver education to the following:

- Ø Young, inexperienced drivers
- Ø Motorcycle drivers
- Ø Persons sentenced by a court following a traffic citation

OFFICE OF DIRECTOR:

The division comprises four branches and fifteen sections. Within the Office of the Director is the **Medical Review Board Section**. This section identifies drivers with physical or mental impairments that hamper their ability to operate a motor vehicle safely.

The Medical Review Board consists of the following:

- Ø Ophthalmologists
- Ø Neurologists
- Ø Psychiatrists
- Ø Rehabilitation specialists

Board members provide medical advice to the Division of Driver Licensing on license applicants and licensees who are reported to the Board. The authority for the Medical Review Board is found in KRS 186.44, 601 KAR 13:090, and 601 KAR 13:100.



**COMPUTER
SERVICES
BRANCH:**

The Computer Services Branch has three sections:

- Ø The **Help Desk Section** acts as a liaison between the circuit clerks and Viisage Commonwealth Office of Technology and KYTC Division of Technology.
- Ø The **Internal/External Reports Section** handles various key duties within the Computer Services Branch.
- Ø The **Communications Section** answers incoming calls (mainly from the public) concerning problems with Kentucky driving records and helps resolve problems when possible.

**DATA CONTROL
BRANCH:**

The Data Control Branch has four sections:

- Ø The **Evaluation Section** is responsible for the evaluation, correction, and updating of driving-history records and computer-generated form letters.
- Ø The **Data Edit Section** corrects errors in driving-history records from the electronic transmission of court convictions and corrections from all 120 Kentucky counties.
- Ø The **FTA Section** administers the Failure-to-Appeal Program and enters into computer driving records information received on court-summons notices and proof-of-summons-answered notices. This section also mails warning letters to drivers who are in jeopardy of losing their licenses because of violations of the provisions of this program.
- Ø The **Court Record Preparation Section** reviews, processes, microfilms, and keys in court documents contained in driving-history records.

**HEARINGS/CDL
BRANCH:**

The Hearings/CDL Branch has four sections:

- Ø The **CDL Administrative Service Section** provides accurate information regarding federal and state regulations governing the commercial driver. This section assists clerks, drivers, and other state entities with issues concerning the commercial driver and the commercial driver license.
- Ø The **Central Section**, the **Eastern Section**, and the **Western Section** determine the eligibility of non-U.S. citizens to obtain driver licenses, protect victims of identity theft, and mandate the policies and procedures set throughout the hearings process.



**SERVICES
BRANCH:**

The Administrative Services Branch has three sections:

- Ø The **Driver Education Section** administers Kentucky's State Traffic School Program.
- Ø The **Record Keeping Section** processes fees received by the Division of Driver Licensing.
- Ø The **Mail/Supply Section:**
 - ◆ Opens, stamps, and delivers branch mail to the appropriate sections on a daily basis
 - ◆ Orders all office supplies on a weekly basis for the Central Office, field offices, and circuit clerks
 - ◆ Picks up and mails all outgoing mail and letters on a daily basis

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DRIVER LICENSING

Chapter

MEDICAL REVIEW BOARD

Subject

Medical Review Board Section

OVERVIEW:

This section oversees Kentucky's Medical Review Board (MRB) Program. The Medical Review Board identifies drivers with physical or mental impairments that hamper their ability to operate a motor vehicle safely.

The Medical Review Board consists of:

- Ø Ophthalmologists
- Ø Neurologists
- Ø Psychiatrists
- Ø Rehabilitation specialists

Board members provide medical advice to the Division of Driver Licensing on license applicants and licensees who are reported to the Board. The authority for the medical review is found in:


- Ø Kentucky Revised Statute 186.444
- Ø 601 Kentucky Administrative Regulation (KAR) 13:010
- Ø 601 KAR 13:090

JOB DUTIES:

The MRB Section performs the following duties:

- Ø Evaluates incoming affidavit for each individual reported to the MRB
- Ø Mails medical examination form to the treating physician for completion after the individual has been established in the MRB Program
- Ø Notifies the individual of the board's decision regarding his or her driving privilege after the medical information is reviewed
- Ø Schedules MRB hearing and notifies the client of the date, time, and location of the hearing
- Ø Answers questions from the public via telephone, fax, and e-mail regarding medical standards and MRB actions
- Ø Retains files for all information received on each MRB client

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	<p>Chapter</p> <p>COMPUTER SERVICES BRANCH</p> <hr/> <p>Subject</p> <p>Help Desk Section</p>
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OVERVIEW:

The Help Desk Section provides service by telephone to circuit clerks' offices concerning problems with and questions about the Digital Licensing system, the Kentucky Driver Licensing Information System (KDLIS), and issuance matters. Help Desk employees act as liaisons between the circuit clerks and Viisage, the Commonwealth Office of Technology, and the Transportation Cabinet's Division of Technology.

JOB DUTIES:

The Help Desk Section:

- Ø Ensures that alcohol education treatment completions are properly entered onto driving records
- Ø Researches and resolves problems with driving records as requested by circuit clerks and others
- Ø Provides guidance to circuit clerks' offices regarding proper license-issuance procedures
- Ø Checks and, when possible, resolves National Driver Register and Commercial Driver License Information System matches
- Ø Reports computer-system problems received from circuit clerks' offices
- Ø Provides assistance to State Traffic School by doing reschedules
- Ø Provides assistance for Failure-to-Answer-Summons notices by keying Proof-of-Summons-Answered notices and Court Summons notices (SC4s)
- Ø Identifies number of rejected licenses printed to obtain credit from Viisage

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DRIVER LICENSING

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COMPUTER SERVICES BRANCH

Subject

Internal/External Reports Section

JOB DUTIES:

The Internal/External Reports Section:

- Ø Sorts and distributes daily computer output
- Ø Requests activity reports
- Ø Responds to Social Security On-line Verification (SSOLV) problems and questions
- Ø Processes records on deceased drivers
- Ø Handles monthly invoices and payments of some on-line companies
- Ø Changes driver's license numbers on fraud/theft cases
- Ø Administers personal computer duties
- Ø Processes parent/guardian signature applications
- Ø Requests Windows user ID assignments
- Ø Microfilms documents for the Computer Services Branch
- Ø Issues "898" numbers for drivers ineligible for Social Security numbers
- Ø Handles requests for religious exemptions

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DRIVER LICENSING

Chapter

COMPUTER SERVICES BRANCH

Subject

Communications Section

JOB DUTIES:

The Communication Section:

- Ø Processes credit-card transactions through the ePayment Gateway Program for:
 - ◆ Driving records
 - ◆ Reinstatement fees
 - ◆ State Traffic School fees
- Ø Maintains State Traffic School and Graduated Driver Licensing class enrollments and reschedules
- Ø Helps answer Medical Review Board calls
- Ø Responds to Court Record Preparation Section calls about unsatisfied civil judgments and child support
- Ø Answers Fail-to-Answer-Summons questions concerning citation numbers, citation information, phone numbers, court addresses, etc.
- Ø Provides callers with information about alcohol education treatment completions

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DRIVER LICENSING

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DATA CONTROL BRANCH

Subject

Evaluation Section

JOB DUTIES:

The Evaluation Section:

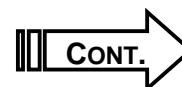
Ø Evaluates and makes corrections to driving-history records and form letters for the following:

- ◆ Mandatory convictions—in-state and out-of-state court convictions• including those for:
 - Driving while suspended
 - Operating with no license or permit
 - Committing perjury on license application
 - Committing a felony involving a motor vehicle
 - Receiving third reckless-driving conviction
 - Leaving accident scene (hit and run)
 - Stealing a motor vehicle or parts
 - Refusing chemical test
 - Driving while suspended for DUI (Driving under the Influence)
 - Driving while suspended—DUI—Aggravated
 - Having no liability insurance in force
 - Stealing gasoline
 - Attempting to purchase alcohol fraudulently
 - Committing murder or manslaughter involving a motor vehicle
- ◆ Driving-under-the-influence convictions—in-state and out-of-state
- ◆ Discretionary suspensions, including those for:
 - Having excessive points
 - Violating probation
 - Violating probation/failing to complete State Traffic School
 - Speeding more than 25 mph over posted limit
 - Eluding police officer
 - Racing
 - Receiving out-of-state suspension



JOB DUTIES (cont.):

- ◆ Failure to enroll in State Traffic School/Court Referral
 - ◆ Failure to complete State Traffic School/Court Referral
 - ◆ Referral-reinstatement letters
 - ◆ Authorization letters
 - ◆ Eligibility letters
 - ◆ Violation of hardship driving privileges
 - ◆ Cancellation of hardship driving privileges
 - ◆ Pretrial suspension on a DUI or Refusal of Chemical Test (RCT)
 - ◆ Pretrial termination on a DUI or RCT
 - ◆ Parent/guardian cancellations and restorations
 - ◆ Failure to pay child support and compliance (**see DL-403**)
 - ◆ Unsatisfied civil judgments
 - ◆ Failure-to-Answer Summons
 - ◆ Confiscation orders
 - ◆ Confiscation order cancellations
- Ø Evaluates and makes corrections to the driving-history records from receipt of the following documents, which have no form letters generated:
- ◆ Hardship court orders
 - ◆ Alcohol education treatment completions
 - ◆ Mandatory convictions without suspension
 - ◆ Habitual violator releases
- Ø Corrects errors from the pending program
- Ø Combines duplicate driving-history records
- The following process is required to combine some of the more difficult records:
1. Pull microfilms of previous corrections that were made to one or both of the records, researching thoroughly before combining the record.
 2. Mail a letter informing the driver of his or her eligibility and requirements for reinstatement.
 3. If his or her driving status is in force, send to the driver a letter informing him or her to return to the circuit clerk's office in the county of residence and obtain a driver's license with the correct driver's license number.
- Ø Calls district courts for information when needed



JOB DUTIES (cont.):

- Ø Evaluates and interprets driving-history records for coworkers, circuit and district clerks, and the general public
- Ø Obtains a new driving-history record after corrections have been made in order to reevaluate corrections for accuracy

Note: Hard copies of microfilmed documents are maintained for a period of 60 days and recycled when the microfilm tape is received.

- Ø Maintains a file on flagged records and distributes driving records to the appropriate person
- Ø Prepares monthly reports for the Data Control Branch Manager

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DRIVER LICENSING

Chapter

DATA CONTROL BRANCH

Subject

Data Edit Section

JOB DUTIES : The Data Edit Section:

- Ø Separates and distributes computer-printed reports, driving-history records, form letters, and computer-printed abstracts to the appropriate employee within the section
- Ø Separates and distributes daily to the appropriate employees within the section:
 - ◆ Computer-printed reports
 - ◆ Driving-history records
 - ◆ Form letters
 - ◆ Computer-printed abstracts
- Ø Reviews and corrects error reports on court convictions transmitted from all 120 Kentucky counties
- Ø Keys in convictions from printed error reports, including out-of-state traffic-school referrals
- Ø Reviews for accuracy and acceptability the corrections transmitted electronically from counties and the amended or corrected abstracts received from in-state and out-of-state courts
- Ø Evaluates and corrects driving-history records after receipt of proper documentation from the courts

In some cases, it is necessary to:

1. Pull microfilms and research records
2. Notify coworkers to cancel any other action being taken and mail appropriate letter when needed
3. Send corrected court documents to the appropriate out-of-state driver's license branch on out-of-state drivers who have had convictions reduced to a lesser charge



JOB DUTIES (cont.):

- Ø Keys in information on Kentucky drivers who have surrendered their licenses and obtained licenses in other states

Note: Other states notify Kentucky with a computer-printed report or return the Kentucky license from the state in which the driver is currently licensed. If the surrendered license contains adverse entries, the driving-history record is mailed to the appropriate state.

- Ø Mails to other states on the first of each month a computer-printed report listing individuals who have surrendered out-of-state licenses and obtained Kentucky licenses
 - Ø Separates by state and mails to the appropriate state the computer-printed abstracts on out-of-state drivers who have been convicted in a Kentucky court
 - Ø Calls circuit and district court clerks or driver's license branches in other states for necessary information
 - Ø Evaluates and interprets driving-history records for coworkers, circuit and district clerks, and the general public
 - Ø Maintains a file on amended abstracts, appeals, court orders, and microfilmed documents
- Note:** Hard copies of microfilmed documents are maintained for 60 days and recycled when the microfilm is received.
- Ø Maintains a file on records flagged by the Data Edit Section and distributes driving records to the appropriate persons
 - Ø Prepares monthly reports for the Data Control Branch Manager

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DRIVER LICENSING

Chapter

DATA CONTROL BRANCH

Subject

FTA Section

JOB DUTIES:

The FTA (Failure-To-Answer) Section:

- Ø Receives court-summons notices and proof-of-summons-answered notices from Kentucky district courts and Nonresident Violator Compact (NRVC) states and evaluates acceptability of the documents
- Ø Separates, prepares for processing, and microfilms court-summons notices and proof-of-summons-answered notices
- Ø Keys entries for court-summons notices into the driving-history records

Note: The computer system generates driving-history records to be evaluated in the next day's run.

- Ø Checks accuracy of the generated records by comparing with the court-summons notices
- Ø Makes necessary corrections to driving-history records and court-summons notice letters at the time of evaluation
- Ø Mails the court-summons notice letters to the licensees

Note: The letter states the licensee has 30 days to satisfy the notice; however, the computer system allows 60 days.

- Ø Keys proof-of-summons-answered entries into the driving-history records

Note: The system generates driving-history records to be evaluated in the next day's run.

- Ø Checks accuracy of generated records by comparing with proof-of summons-answered notices

Note: In some cases, it is necessary to retrieve microfilm and conduct other research.



JOB DUTIES (cont.):

- Ø Microfilms documents
- Ø Calls Kentucky district courts and out-of-state courts concerning court-summons notices and proof-of-summons-answered notices
- Ø Forwards court-summons notices and proof-of-summons notices received from Kentucky district courts on out-of-state drivers to the appropriate home state of each licensee
- Ø Prepares monthly reports of telephone calls received in this section
- Ø Prepares tracking reports indicating document-processing times
- Ø Maintains hard copies of documents received from district and out-of-state courts for 60 days and recycles when microfilm is received

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DRIVER LICENSING

Chapter

DATA CONTROL BRANCH

Subject

Court Record Preparation Section

JOB DUTIES:

The Court Record Preparation Section:

Ø Reviews, processes, microfilms, and keys into the driving-history records the following documents:

- ◆ Unsatisfied civil judgments
- ◆ Defaults on judgments
- ◆ Satisfied civil judgments
- ◆ Bankruptcies
- ◆ Pretrial-termination compliances

Note: This section maintains the files listed above for 60 days.

- ◆ Failure-to-pay-child-support arrears and compliances
- ◆ Pretrial suspension orders
- ◆ Termination of the court-suspension orders
- ◆ Unserved police-demand orders
- ◆ Out-of-state convictions of Kentucky drivers
- ◆ Driver's licenses received

Ø Prepares monthly reports of all incoming telephone calls

Ø Prepares tracking reports showing:

- ◆ Number of documents received
- ◆ Document-processing times

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DRIVER LICENSING

Chapter

HEARINGS/CDL BRANCH

Subject

CDL Administrative Services Section

AUTHORITY: On October 26, 1986, the United States Congress passed the Commercial Motor Vehicle Safety Act, which requires each state to meet the same minimum standards for commercial driver licensing. The standards require that drivers of commercial motor vehicles get a commercial driver's license (CDL).

JOB DUTIES : The CDL Administrative Services Section:

- Ø Communicates with local, state, and federal governments and the public concerning CDL rules, regulations, etc.
- Ø Analyzes and resolves Commercial Driver's License Information System (CDLIS) and Problem Driver Pointer System (PDPS) match if eligible
- Ø Microfilms and processes paper CDL applications after clerks create applications in driver's license database
- Ø Microfilms and enters Court Voluntary Surrender entries onto CDL driving records
- Ø Evaluates skills-test exemption requests
- Ø Sends letters notifying drivers of decision on skills-test exemption requests
- Ø Corrects Unified Network Interface errors
- Ø Assists other states with broken PDPS pointers
- Ø Keys 96-hour reports
- Ø Sends letters to CDL drivers concerning errors on their driving records
- Ø Sends intrastate medical waiver packets to those drivers not meeting the federal regulations for a Department of Transportation physical
- Ø Sends forms to intrastate drivers holding medical waivers instructing them to update the waivers
- Ø Processes intrastate medical waivers



JOB DUTIES (cont.):

- Ø Creates medical-waiver files for drivers with medical waivers
- Ø Enters medical waivers into driving-history records indicating approval or denial
- Ø Creates CDL status for out-of-state CDL drivers with mandatory suspension convictions
- Ø Follows up on commercial motor vehicle (CMV) accident fatalities to determine if they were caused by serious moving violations
- Ø Evaluates "Kentucky only" applications to determine eligibility

Note: If applicant is eligible, the section creates an application in system that enables a clerk to issue permit/license upon completion of written test.

- Ø Microfilms applications, forms, and correspondence needing to be entered into driving-history records
- Ø Sends letter to applicants regarding acceptance or denial of "Kentucky-only" applications
- Ø Verifies out-of-state records for processing Open System Resources (OSR) procedures
- Ø Separates and distributes the CDL nightly run
- Ø Evaluates records of CDL drivers with a violation-warning letter to determine what caused the warning letter to print in the nightly run
- Ø Evaluates CDL records for duplicate entries that generated suspension letters in the nightly run and mails letters
- Ø Confirms that persons are Kentucky drivers by evaluating:
 - Ø Renewal-match reports
 - Ø Repeat-match reports
 - Ø Delayed-match reports
- Ø Sends letters to Kentucky drivers listed on the National Driver Register Match Report explaining that they have a license suspension in another state which that be cleared in order to retain Kentucky driving privileges

Note: The letter lists the state that the driver must contact to resolve the issue.

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DRIVER LICENSING

Chapter

HEARINGS/CDL BRANCH

Subject

Central, Eastern, & Western Sections

JOB DUTIES: The Hearings/CDL Branch comprises three sections related to hearings:

- Ø Central Section
- Ø Eastern Section
- Ø Western Section

The job duties of these sections are as follows:

- Ø Evaluating warning letters for point violations
- Ø Evaluating letters for drivers enrolling or needing to enroll in a hearing for discretionary reasons, such as:
 - ◆ Having excessive points
 - ◆ Speeding 26 mph or more over posted limit
 - ◆ Eluding a police officer
 - ◆ Racing
- Ø Scheduling all discretionary and special hearings throughout Kentucky
- Ø Processing credit-card payments for reinstatement fees and driving-history records
- Ø Maintaining records of all licensees whose driving privileges have been suspended in another state
- Ø Processing clearance letters for licenses suspended in another state
- Ø Investigating fraud allegations, such as those pertaining to identity theft, to determine whether a special hearing is warranted
- Ø Sending certified driving-history records to:
 - ◆ Commonwealth's attorneys
 - ◆ Other states
 - ◆ Law enforcement personnel



JOB DUTIES (cont.):

- Ø Microfilming all work keyed by the field offices and keying the numbers for that work
- Ø Interviewing non-United States citizens to determine license eligibility

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DRIVER LICENSING

Section

DRIVER EDUCATION SECTION

Subject

State Traffic School Program

OVERVIEW: The Driver Education Section administers Kentucky's State Traffic School (STS) program. The courts may refer drivers cited for moving violations to STS. If a court refers a driver to traffic school for a minor offense, the driver will not lose any points against his or her license.

STS JOB DUTIES: The section administers the STS program by:

- Ø Reviewing driving-history records to determine whether a driver is eligible for STS and then notifying the referring court and the driver of his or her eligibility
- Ø Scheduling dates, times, and locations for STS classes
- Ø Rescheduling drivers for STS if they have missed class

Note: A driver may reschedule the class one time. If the class is not completed, the person's driving privileges are suspended until the class is completed.

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DRIVER LICENSING

Section

DRIVER EDUCATION SECTION

Subject

Graduated Licensing Program

OVERVIEW: The Driver Education Section oversees Kentucky's Graduated Licensing Program (GLP) as mandated by law. The GLP was implemented in 1996 to increase driver awareness and reduce vehicular accident fatalities among Kentucky's young drivers. Drivers under age 18 must complete a GLP course within one year of receiving an operator's license. If a driver fails to comply, his or her driver's license will be revoked.

JOB DUTIES: The section oversees the GLP by:

- Ø Enrolling and scheduling drivers for GLP classes
- Ø Scheduling GLP classes in coordination with Eastern Kentucky University's Graduated Licensing Office
- Ø Entering completions on records for individuals who have completed a driver's education course or a course at a Transportation Cabinet-approved private driving school

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DRIVER LICENSING

Chapter

ADMINISTRATIVE SERVICES BRANCH

Subject

Record Keeping Section

JOB DUTIES:

The Record Keeping Section:

Ø Processes the following:

- ◆ State Traffic School fees
- ◆ Reinstatement fees for suspended drivers
- ◆ Orders for driving-history records, which includes certifying and mailing them to customers
- ◆ Fees collected by the Division of Driver Licensing field offices
- ◆ Returned mail by placing Returned Mail (RTM) entry on driver records

Ø Makes adjustments to circuit clerks' daily fee-accounting totals when requested by clerks

Ø Accounts for and distributes driver's license fees collected by circuit clerks' offices

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DRIVER LICENSING

Chapter

ADMINISTRATIVE SERVICES SECTION

Subject

Mail/Supply Section

JOB DUTIES:

The Mail/Supply Section:

- Ø Time-stamps and distributes the division's incoming mail and dispatches the division's outgoing mail
- Ø Orders, stocks, and distributes the division's supplies for:
 - ◆ Central office
 - ◆ Field offices
 - ◆ State Traffic School instructors
 - ◆ Circuit clerks' offices

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DRIVER LICENSING

Chapter

FIELD OFFICES

Subject

Responsibilities

SERVICES OF FIELD OFFICES:

To facilitate customer transactions, the Division of Driver Licensing has 12 field offices located throughout the Commonwealth. These field offices:

- Ø Process requests for driving-history records for:
 - ◆ District and circuit courts
 - ◆ Law enforcement agencies
 - ◆ County attorneys
- Ø Enroll customers in the State Traffic School and the Graduated Driver Licensing Program
- Ø Collect fees for:
 - ◆ State Traffic School enrollment
 - ◆ Driving-history records
 - ◆ Reinstatements
- Ø Process the following documents to reinstate licensees' driving privileges:
 - ◆ Alcohol education program completions
 - ◆ Graduated Driver Licensing Program completions
 - ◆ State Traffic School completions
 - ◆ Proof of satisfaction on outstanding citations from the courts
 - ◆ Satisfied civil judgments
 - ◆ Clearance letters
 - ◆ Pretrial-termination suspension orders
 - ◆ Habitual-violator releases



**SERVICES OF
FIELD OFFICES
(cont.):**

- Ø Testify when subpoenaed
- Ø Compile daily and monthly reports
- Ø Perform inquiries on driver's license suspensions in other states through the National Driver Register and the Social Security Administration
- Ø Contact other states' Departments of Motor Vehicles about matters related to driving-histories
- Ø Review applications for "Kentucky-only" driving privileges
- Ø Conduct administrative hearings for:
 - ◆ Having point violations
 - ◆ Speeding 26 mph or more over the posted limit
 - ◆ Racing
 - ◆ Eluding the police
 - ◆ Submitting false applications (special hearings)
- Ø Review non-United-States-citizen immigration documents to determine eligibility for a Kentucky driver's license or identification card

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